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**Minutes of Meeting  
October 22, 2021  
Zoom**

**Members Present:**

Robert “Skippy” Blechinger  
Melanie Boetel  
Whitney Bruner  
Marlys Feist  
Toni Feist  
Erica Gloor  
Bernie Grimme  
Valerie Husby  
Caryn Johnson  
Julie Johnson-Dresbach  
(proxy for Joey Younie)

Tania Kostal  
Jessie Kuchenmeister  
Eric Kurtz  
Marcie Lorensberg  
Tim Neyhart  
Derek Smith  
Wendy Trujillo  
Tina Two Crow Slow Bear  
Sara Valle

**Others Attending:**

Arlene Poncelet  
Mary Kay Budmayr

Sandy Hook  
Amanda Martin

**INTRODUCTIONS**

Marcie Lorensberg, Chair, called the meeting to order. The meeting agreements were reviewed.

**APPROVE AGENDA**

Derek Smith made a motion, seconded by Wendy Trujillo, to approve the agenda. Motion passed.

**APPROVE MINUTES**

Derek Smith made a motion, seconded by Toni Feist to approve the minutes of the meeting held July 14, 2021. Motion passed.

**DIRECTOR'S REPORT**

Arlene shared information from the ACL/Administration on Disability (AoD) Quarterly Call with DD Councils that highlighted the AoD Priority Areas of 1) promoting health equity, 2) achieving economic security and mobility, 3) protecting rights and preventing abuse, and 4) empowering individuals, families and communities.

The Executive Directors Leadership Summit was held virtually earlier this week. Great resources were shared on Person Centered Planning, Support Decision Making, and Supporting Council Members to Fully Participate. In addition, Arlene will share with the Council a PowerPoint from the Tennessee Council that they are using to train state agencies on creating documents in Plain Language.

The Division of Developmental Disabilities' Stakeholder Collective was held this week with two Council members attending and others involved in SD Advocates for Change. Arlene noted that the Family Support Council has 2 vacancies – one for a person with a developmental disability and the other for a family member of an adult with an intellectual or developmental disability. More information on the regional centers will be shared at the next Stakeholder Collective.

The next Family and Self-Advocate Conversations will be held November 17 & 18. The next Stakeholder Collective will be held January 19, 2022.

Arlene shared that there were approximately 200 people at the South Dakota Conference on Developmental Disabilities. Comments that Arlene heard were all very good as far as the

event, the speakers, etc. In addition to the conference, Dave Whalen held a session with first responders from the Sioux Falls area. Sioux Falls is the only city nationally to have staff from the Police, Fire Fighters and 911 Telecommunications all complete the Train-the-Trainer sessions from Niagara University (funded by the Council grant). He also did a session during the conference on how people can advocate with their local first responders to get Disability Awareness Training. Julie Johnson-Dresbach shared that she attended the evening session and shared her contact information with the presenters and by 8 a.m. on Wednesday she had been contacted by the 911 Telecommunications person to help with identifying people with speech challenges to present at a future training.

### **BUDGET UPDATE**

Arlene reviewed the budget reports provided by the Department of Human Services – DDC Report, Summary Report and Forecast Summary. The Forecast Summary helps track the expenditure of funds during the first two years of a federal grant award. Arlene reviewed the Information Budget that she prepares using the Department of Human Services monthly grant sheets. This shows that the Council has over-obligated funds from FFY20 and FFY21 grant awards in the amount of \$87,402.38. The FFY22 grant award begins on October 1, but due to the Continuing Resolution from Congress, we will receive only a small award through December 3 until a full budget is passed by Congress.

Skippy Blechinger made a motion, seconded by Derek Smith, to accept the budget report as presented. Motion passed.

### **GRANT PROCESS**

Arlene shared information on the Grant Review Criteria, competitive and non-competitive grants and the presentation process.

GRANT APPLICATION – Partners in Policymaking Year 30 and recruitment for Year 31 – Disability Rights South Dakota

Tim Neyhart from Disability Rights SD presented the proposal to the Council. With this class, the number of graduates will be over 700. DRSD is looking at ways to increase participation of Partner graduates in legislative and systems change advocacy. Sandy Hook (retiring Partners Coordinator) and Mary Kay Budmayr (new Partners Self-Advocacy Coordinator) were available for questions.

Following the presentation, Tim shared that he will be retiring from DRSD at the end of September 2022. The Council thanked Sandy for everything she has done for Partners.

Derek Smith made a motion, seconded by Toni Feist, to approve \$150,000 of federal funds for the Partners in Policymaking Year 30 grant. Motion passed 16-0 with Tim Neyhart abstaining.

Requests for Proposals (RFPs)

Arlene asked the Council to continue the discussion from the last meeting with regard to meeting the new State Plan Goal 2, Objective 1, to complete an assessment of mental health services by September 30, 2022 and a follow-up assessment in FFY2026.

At the last meeting, Melanie Boetel shared that the DSS/Division of Behavioral Health had completed an assessment of public mental health services in the state. Arlene reviewed the results and did not find any information on the number of people with intellectual and developmental disabilities (IDD) receiving services; the capacity of the system to provide quality services to people with IDD; possible training needs for the workforce; or about private providers.

Eric Kurtz stated that the Center for Disabilities would be interested in collaborating with state agencies and the Council to assess services for people with IDD and mental health challenges specifically related to capacity and workforce needs. Tim Neyhart also stated that information gathering specific to people with IDD would be beneficial.

Arlene suggested a small group of Council members meet to determine a plan of action for an assessment. Suggested members and volunteers were Eric Kurtz, Tim Neyhart, Melanie Boetel, Joey Younie, Barb Abeln, Derek Smith, Val Husby and Arlene.

### POLICY REVIEW

Arlene shared her screen and reviewed each policy. Discussion, changes, and voting are shared below for each policy.

#### Mission Statement and Statement of Principles

Jessie Kuchenmeister made a motion, seconded by Skippy Blechinger, to approve the changes as presented. Motion passed.

#### Evaluation & Compensation for Executive Director

Tim Neyhart suggested leaving in the last phrase on G, “and approval of the Council”. Tania Kostal asked where the amounts for the Incentive for Years of Services came from as she felt they were low. Arlene assumes that the state’s longevity policy was used as an example when creating the policy and it had not been changed since then. Skippy Blechinger made a motion, seconded by Derek Smith, to approve the policy as revised at the meeting. Motion passed.

The Executive Director Performance Review was shared with Council members although no changes are recommended at this time. Usually, the Executive Committee asks Arlene to

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send this form to all Council members to complete as part of the evaluation process. Responses are sent directly to the Chairperson and reviewed during the evaluation by the Executive Committee.

### Grants

Jessie Kuchenmeister made a motion, seconded by Sara Valle, to approve the policy as presented. Motion passed.

### Personnel

Marcie Lorensberg made a motion, seconded by Sara Valle, to approve the policy as presented. Motion passed.

### Position Description – Executive Director

Arlene shared that prior to March 2020, she had tracked her activities based on the Position Description to come up with a percentage of her time that is spent in each category and that is shown in Section D.

Tania Kostal asked Arlene to clarify that the Council has no staff but provides direction to the Self-Advocacy Coordinator for SD Advocates for Change. Arlene explained that the Self Advocacy Coordinator is an employee of Disability Rights SD and that she provides technical assistance to them because she has the history and knowledge of recent activities.

Derek Smith made a motion, seconded by Skippy Blechinger, to approve the policy as presented. Motion passed.

### Review of the Designated State Agency (DSA)

Jessie Kuchenmeister made a motion, seconded by Derek Smith, to approve the policy as presented. Motion passed.

Arlene stated that the DSA should be reviewed prior to or near the start of a new Five Year State Plan and midway through the plan. So, it is time to review the DSA and Arlene asked for

volunteers to fill the positions of a person with developmental disabilities, a parent or guardian and a state agency representative. The committee will include the Council Chairperson, Jessie Kuchenmeister, Toni Feist and Derek Smith. Arlene will email all state agency representatives on the Council to find a volunteer for that position on the committee. Arlene will also contact Secretary Rechtenbaugh to appoint someone from the DSA that is not a member of the Council.

### Conflict of Interest

The Council's current policy is 9 pages long. Within the last few years, the State Board of Internal Control developed a Conflict of Interest policy for members of Boards and Councils. The Executive Committee and Arlene used the new policy as a guideline and developed this new 4 page policy for the Council.

Derek Smith made a motion, seconded by Skippy Blechinger, to approve the policy as presented. Motion passed.

### Member Commitments

This is a new policy created from several that Arlene found from other Councils. Tim Neyhart suggested that #8 be changes to read "Work to understand the needs of those we serve and the actions of the Council towards those needs." Arlene was asked if there are consequences for violations. Arlene explained that only those items covered by the Conflict of Interest policy would have consequences.

Derek Smith made a motion, seconded by Skippy Blechinger, to approve the policy as revised. Motion passed.

### Requests for Conference or Event Support

This is a new policy. Arlene shared why she did not use the word sponsorship in the title of the policy.

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Derek Smith made a motion, seconded by Sara Valle, to approve the policy as presented. Motion passed.

### BYLAWS

This is not ready for a vote, but Arlene wanted to review with the Council at this meeting. A small change was made in the Article II, Section 2.

In Article III, Section 2, Membership, Arlene asked for the Council's input related to changing the membership language regarding a person, family member or guardian of a person who resides or previously resided at the Developmental Center. In the DD Act, it uses the phrase "resides or previously resided in an institutional setting". In recent years, as the census at the Developmental Center has been lowered, it has been hard to find someone who meets that criteria. In response to needing to have a full Council, Arlene has used someone who lives/lived in a group home or at the Human Services Center. Arlene will review the DD Act and incorporate language that would include residence in any institutional setting such as the new ICF regional centers, LifeScape ICF, Human Services Center or the Developmental Center.

### Election of Officers

Arlene reviewed which Council members will be leaving June 30, 2022 and would not be eligible to serve as an officer.

Marcie Lorensberg nominated Erica Gloor for Chairperson, seconded by Tania Kostal. Tim made a motion for Nomination by Acclamation. Motion passed.

Erica Gloor nominated Sara Valle for Vice Chairperson, seconded by Marcie Lorensberg. Tanya made a motion, seconded by Tim Neyhart, for nominations to cease. Motion passed.



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Marcie Lorensberg nominated Toni Feist for Member at Large, seconded by Derek Smith. Skippy made a motion, seconded by Derek Smith, for nominations to cease. Motion passed.

New Officers are:

Chairperson – Erica Gloor

Vice Chairperson – Sara Valle

Member at Large – Toni Feist

### Public Comment

Tania Kostal shared that the Division of Developmental Disabilities' Stakeholder Collective meeting was very informative. She encouraged other Council members to participate and learn what is happening.

Julie Johnson-Dresbach shared that the meeting was recorded and should be available through the Division's website.

### Next Meeting

Arlene will send a Doodle Poll for a meeting in January or February.

April 22, 2022 will be the date for the meeting that happens in Sioux Falls in conjunction with the Partners in Policymaking Graduation and Continuing Education weekend.

### Adjourn

Derek Smith made a motion to adjourn the meeting at 12:15 p.m.